

Opening Date: August 22, 2014
Closing Date: Open Until Filled
Work Location: Austin, TX
Posting Number: 14-91
Monthly Salary: \$4,000
Group/Class: B19/0517
Travel: 5%
Division: WSI- Water Use, Projections, & Planning
Number of Positions: 1
Position Number:

JOB VACANCY NOTICE

Planner II (CWNS Coordinator)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Lead the Clean Watershed Needs Survey efforts, assists with the agency's collection of wastewater facility information, and analyzes TWDB project and implementation data.

Essential Job Functions

- Lead the TWDB participation in the Clean Watersheds Infrastructure Needs Survey. Assign responsibilities to available and participating staff. Submit the information and documentation to EPA. Monitor and respond to data modification by EPA and its contractors
- Assist in the regular and periodic review and input of wastewater facility and related information into TxWISE
- Assist with the collection of data for the federal Drinking Water Infrastructure Needs Survey.
- Act as the agency's Nonpoint Source (NPS) pollution coordinator
- Assist in developing analytical processes to enhance the value of agency's project information and to support the agency's financial assistance programs
- Acts as WUPP's point of contact with the Innovative Water Technology division to provide information regarding wastewater reuse projects and potential adopters of such technologies
- Performs other data-collection and analysis tasks as necessary

Minimum Qualifications

- Graduation from an accredited four-year college with a bachelor's degree in Public Administration, Environmental Science, Engineering, Biology, or related areas. Masters degree preferred
- Education and related experience may be substituted for one another on a year-for-year

Knowledge, Skills, and Abilities

- Knowledge of EPA Clean Watershed Need Survey
- Knowledge of wastewater treatment processes and infrastructure
- Skill with Windows-based applications such as Microsoft Excel, and Word
- Ability to analyze and evaluate large amounts of data, experience using Microsoft Access or SQL Server Management Studio preferred
- Ability to communicate effectively, in person, on the phone, and/or in writing
- Ability to work in a team environment

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs